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6 July 1960

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer

SUBJECT : Weekly Activities Report No. 5  
Instructional Services Branch  
18 March - 6 July 1960

I. SIGNIFICANT ITEMSA. Film Production1. Security Film

All shooting on this film has been completed with the exception of one scene which will be shot in the R&S auditorium on 7 July. The contract cameraman, [REDACTED] 25X1A9a [REDACTED] was released at the close of business on 24 June since it was felt that [REDACTED] was capable of shooting the few scenes remaining at that time.

25X1A9a For the record, [REDACTED] performed in a very satisfactory manner and has expressed a desire to work for us again if the opportunity presents itself.

25X1A5a The contractor, [REDACTED], "synced" up all of the good takes of work print furnished him to date, and members of the Film Unit spent 30 June and 1 July at the contractor's studio viewing them preparatory to giving [REDACTED] the go sign to start cutting the film. Actual editorial began the morning of 5 July. [REDACTED] the director, will spend full time supervising the cutting through the "rough-cut" phase to insure accurate interpretation of the script. It is estimated that the "rough-cut" will be ready for interlock showing around 1 August. *SEPT. 1*

2. DDI Film

25X1A9a [REDACTED] is devoting full time to Parts II and III of the script for this film.

Present plans call for production of Part I to commence in October.

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2.

~~CONFIDENTIAL~~B. Audio Aids Section

25X1A9a

Pending the start of production on the next film, [REDACTED] 25X1A9a [REDACTED] will be kept busy catching up on shop work which has lagged considerably during their absence. They are capable of performing most routine maintenance on our audio equipment.

25X1A9a

Since [REDACTED] is spending most of his time working for the Office of Security, he will only be called to OTR when an emergency arises which cannot be handled by our shop personnel.

25X1A9a

25X1A9a

[REDACTED] has been transferred to the office of the Registrar/TR, and [REDACTED] has been temporarily assigned to the Section.

C. Visual Aids SectionPersonnel

1. C/VAS completed OTR course, "Basic Supervision" - a competent presentation by [REDACTED] 25X1A9a
- 25X1A9a { 25X1A9a2. [REDACTED], Area Emergency Officers, participated in Agency sponsored fire-fighting demonstration at [REDACTED]
- 25X1A6a { 25X1A9a3. [REDACTED] participated in a two-day training course, "Use of Visual Aid Materials and Techniques," sponsored by Technifax Corporation, Washington, D. C.
- 25X1A9a4. [REDACTED] participated in field trip to Ft. Belvoir's audio/visual aids facility.

Accomplishments from 1 JuneISB

1. Device, magnetic, to be used for lecture scenes, movie "prop" with plaques, "Method of Penetration," etc., total 7 pieces.
2. Device, reflector, plywood with aluminum face for camera accessory.

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Intelligence School

1. Chart, large size, globe of world, to illustrate various projection, total 4.
2. Chart, large size, organization, ORR.
3. Chart, large size, organization, CIA, revisions.
4. Device, 2 x 3 inch cards, organizing concepts, "Effective Writing," total 1800 pieces.
5. Rough sketches for 3 large size charts, "NIE, Initiation, Drafting and Acceptance."
6. Chart, medium size, course outline, major areas DDI, JOT program.
7. Chart, large size, "North Atlantic Treaty Organization" - membership.
8. Chart, medium size, total 3, finished art, "NIE, Initiation, Drafting and Acceptance."
9. Chart, illustrated map, "Sudan" - comparative distances.

SIC

1. Map, illustrated, large size, "USSR-Vegetation."
2. Map, mounted, large size, political, "USSR."
3. Chart, large size, political divisions, "Italian Parliament."

Instructor Training Course

1. Retouching, body copy for reproduction to handouts, Instruction Methods, total 6 pages.
2. Device, felt board symbols, "Training Aids" - total 29 pieces.
3. Photography, color, "Methods" - total 3 slides.

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4. Device, Vu-Graph slide, "Training Aids."

Scientific and Technical Course

Flip-chart, medium size, organization, OSI breakdown,  
total 6 pages.



25X1A9a

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